

# Texas State Board of Social Worker Examiners LCSW/LMSW-AP/Independent Practice Recognition Application Forms Packet

Enclosed are the following:

1. **Supervision Plan** – Use Form III for supervision toward the LCSW license. Use Form IV for all other supervision. A supervision plan must be completed and mailed within 30 days of starting supervision for licensing purposes. Official job descriptions must be attached to the supervision plan for review. LCSWs supervising LMSWs toward clinical licensure are expected to review the potential supervisee's job description/duties carefully prior to submission. If the work experience is not clinical, according to board rules, the supervisor should advise the LMSW that their experience is not eligible for clinical experience. In order to verify supervision and supervised experience, during supervision, the supervisor must maintain documentation of the dates of supervision, topics discussed, number of hours of supervision provided on each date, the number of hours of professional social work experience the supervisee amassed during the supervisory relationship.
2. **Application Form A** – Submit a completed application Form A, along with an application fee after qualifying experience has been completed. Include verification of supervised experience per step 3 below.
3. **Supervision Verification** – Form V is for verifying clinical supervision that has been completed. Form VI is for verifying non-clinical supervision that has been completed. A licensee may submit verification of supervision when they end a supervisory relationship (e.g. when they change jobs or change supervisors) or when they have met the criteria for the LCSW license, advanced practice recognition, or independent practice recognition. Submission of supervision verification is NOT an application for an upgrade for the LCSW, LMSW-AP or a independent practice recognition. Do use this form at the when you begin supervision.
4. **Supervision Checklists and Rules** – Gives the specifics of the board rules governing supervision for clinical practice.

All forms should be returned to the following address:

Texas State Board of Social Worker Examiners  
1100 W. 49th St  
Austin, TX 78756-3183

If you have any questions, you can call us at 800-232-3162 or 512-719-3521.

## Texas State Board of Social Worker Examiners

### Checklist for LCSW Process

A person seeking licensure as a Licensed Clinical Social Worker in the state of Texas must hold the following qualifications:

1. Hold a Masters Degree in Social Work from CSWE accredited program in accordance with §781.301 of the board rules.
2. Be currently licensed as an LMSW or LMSW-AP with the TSBSWE or be currently licensed at the master's level in another jurisdiction by having passed the ASWB national examination.  
*If an applicant is not currently licensed at the master's level, the applicant with qualifying experience must apply to the board as a Licensed Master Social Worker and pass the ASWB master's examination. The applicant may also apply for a temporary LMSW license (use Form C). Once the applicant has passed the national masters examination and been granted a LMSW license by the board, the person may apply to upgrade their license to LCSW. If the applicant's qualifying experience is verified and approved, the applicant may sit for the clinical examination (see §781.301 of the board rules).*
3. Accrue qualifying supervised clinical experience per board rule §781.301.
4. Apply for the LCSW license.
5. Pass the national clinical examination administered by the ASWB.

A person starting clinical supervision toward licensure as a Licensed Clinical Social Worker in the state of Texas must:

1. Be employed in clinical position in an agency as defined in §781.102 of the board rules.
2. Submit a supervision plan with a board approved LCSW supervisor in accordance with §781.302 of the board rules within 30 days of initiating supervision.
  - In order for a plan to be approved, the social work services performed must be clinical in nature as defined in §781.102. Key clinical duties that must be performed include assessment, diagnosis and treatment (clinical therapy or psychotherapy).
  - If a supervisor is not employed in the same agency as the supervisee, a letter from the agency director granting approval for obtaining supervision outside of the agency must accompany the submitted plan.
  - The supervisee's official position description on agency letterhead must accompany the supervision plan. The position description will be used to assist in determination of whether the experience is clinical.
  - The board staff will review of Supervision Plan for approval. If approved by staff the TSBSWE will send a letter notifying the LMSW of approval of the plan. The LMSW may proceed with accruing hours of supervision and months of experience (see number 3 below).
  - If documentation submitted is not adequate, staff may call or write the LMSW to explain what additional information is needed. If the plan is not approved, the board will send a letter notifying why the plan was not approved. A LMSW may appeal the staff decision not to approve a plan to the appropriate board committee.
3. Complete minimum of 24 months and 100 hours of supervision of full-time (30 hours or more a week) position, in accordance with plan.
  - If the LMSW changes supervisors, the LMSW should submit a Clinical Supervision Verification Form documenting the supervision completed by the supervisor of the approved plan. The LMSW should also submit a new plan for approval, updated with the new approved supervisor (see §781.302 of the board rules).
  - If the LMSW changes jobs or their job duties change, the LMSWS should submit a Clinical Supervision Verification Form documenting the supervision completed under the approved plan. The LMSW should also submit a new plan for approval, updated with the new information regarding their clinical duties and supervisor (see §781.302 of the board rules).
  - New plans submitted are subject to approval and notice of deficiencies or rejection as described in

number 2 above.

A person who has completed clinical supervision under a board approved plan toward licensure as a Licensed Clinical Social Worker in the state of Texas must:

1. Submit application for upgrade of licensure with appropriate fee and remaining documentation.
2. Submit a Clinical Supervision Verification Form documenting the supervision completed by the supervisor of the approved plan (see §781.302 of the board rules) for approval, along with a current social work employment history form.
  - In order to be approved, the form must verify that hours of experience were accrued and supervision was provided in accordance with the approved plan. The LMSW must have completed a minimum of 24 months full-time (30 hours or more a week) supervised clinical social work experience and received at least 100 hours of supervision as defined in §781.102 of the board rules.
  - If the Clinical Supervision Verification is approved, the board will notify both the applicant and the Association of Social Work Boards (ASWB) in writing that applicant has been approved to sit for the national clinical examination. If the Clinical Supervision Verification is not approved by staff, the social worker may appeal the staff decision to the appropriate board committee.
  - The applicant who has been approved for the clinical examination may submit an application for examination to ASWB and pay the examination fee. *(The process used by ASWB may change from time to time. Applicants may contact ASWB for more information regarding the examination process).*

If the LMSW fails to submit a supervisory plan, then the LMSW will need to submit documentation regarding dates, number of supervision hours per each date, and a summary of topics discussed in each session, along with the supervision verification form at the time the LMSW makes application for the LCSW. Supervision that was accrued without a plan will not be approved without summary information. It is strongly recommended that social workers submit a plan for approval prior to engaging in clinical supervision because the definition of clinical social work is very specific. Supervised experience completed without a plan is subject to approval of the board based on current standards.

3. Complete Examination. Score report is issued at testing center.
  - ***If passing score (70 or above):***
    1. The board will receive examination score from ASWB within 2 weeks of the date of examination.
    2. Upon receipt of the score, the board will enter examination information into database and print and mail new license within 14 days.

**NOTE: A LMSW is not licensed as a LCSW by virtue of having received a passing score at the test center. A person is not licensed as a LCSW until a license has been issued by the board.**
  - ***If failing score (69 or below):***
    1. Must wait 90-days to apply to retake the exam.
    2. Contact board office near the end of the 90-day waiting period for process on retaking the examination. *You must petition the board in writing to retake the examination.*
    3. Re apply for examination per the procedure outlined above:
      - You may take the exam up to four (4) times. If you ***fail*** the exam on the ***4th attempt*** you ***must wait one year and then reapply*** for licensure or the upgrade of a license in accordance with §781.310 of the board rules.
      - There are no provisions for temporary licensure (§781.309) or the alternative method of competency (§781.311) at the clinical level of licensure.

Upon receipt of the new license certificate the new LCSW must:

1. Display the new license in place of employment or practice.
2. Update all materials utilizing professional uses of your name with new credentials including business cards,

letterhead, computer databases and computerized signatures.

(Revised 3/07)

# **Texas State Board of Social Worker Examiners**

## **Checklist for LMSW-AP Process**

A person seeking licensure as a Licensed Master Social Worker-Advanced Practice (LMSW-AP) in the state of Texas must hold the following qualifications:

1. Hold a Masters Degree in Social Work from CSWE accredited program in accordance with §781.301 of the board rules.
2. Be currently licensed as an LMSW with the TSBSWE or be currently licensed at the master's level in another jurisdiction by having passed the ASWB national examination.  
*If an applicant is not currently licensed at the master's level, the applicant with qualifying experience must apply to the board as a Licensed Master Social Worker and pass the ASWB master's examination. The applicant may also apply for a temporary LMSW license (use Form C). Once the applicant has passed the national masters examination and been granted a LMSW license by the board, the person may apply to upgrade their license to LMSW-AP. If the applicant's qualifying experience is verified and approved, the applicant may sit for the advanced examination (see §781.301 of the board rules).*
3. Accrue qualifying supervised non-clinical experience per board rule §781.301.
4. Apply for the LMSW-AP license.
5. Pass the national advanced examination administered by the ASWB.

A person starting non-clinical supervision toward licensure as a Licensed Master Social Worker-Advanced Practice (LMSW-AP) in the state of Texas must:

1. Be employed in a master's level social work position in an agency as defined in §781.102 of the board rules.
2. Submit a supervision plan with a board approved LCSW or LMSW-AP supervisor in accordance with §781.302 of the board rules within 30 days of initiating supervision.
  - In order for a plan to be approved, the social work services performed must be at the masters social work level.
  - If a supervisor is not employed in the same agency as the supervisee, a letter from the agency director granting approval for obtaining supervision outside of the agency must accompany the submitted plan.
  - The supervisee's official position description on agency letterhead must accompany the supervision plan. The position description will be used to assist in determination of whether the experience is master's social work.
  - The board staff will review of Supervision Plan for approval. If approved by staff the TSBSWE will send a letter notifying the LMSW of approval of the plan. The LMSW may proceed with accruing hours of supervision and months of experience (see number 3 below).
  - If documentation submitted is not adequate, staff may call or write the LMSW to explain what additional information is needed. If the plan is not approved, the board will send a letter notifying why the plan was not approved. A LMSW may appeal the staff decision not to approve a plan to the appropriate board committee.
3. Complete minimum of 24 months and 100 hours of supervision of full-time (30 hours or more a week) position, in accordance with plan.
  - If the LMSW changes supervisors, the LMSWS should submit a Non-clinical Supervision Verification Form documenting the supervision completed by the supervisor of the approved plan. The LMSW should also submit a new plan for approval, updated with the new approved supervisor (see §781.302 of the board rules).
  - If the LMSW changes jobs or their job duties change, the LMSWS should submit a Non-clinical Supervision Verification Form documenting the supervision completed under the approved plan. The LMSW should also submit a new plan for approval, updated with the new information regarding their social work duties and supervisor (see §781.302 of the board rules).
  - New plans submitted are subject to approval and notice of deficiencies or rejection as described in

number 2 above.

A person who has completed non-clinical supervision under a board approved plan toward licensure as a Licensed Master Social Worker-Advanced Practice (LMSW-AP) in the state of Texas must:

1. Submit application for upgrade of licensure with appropriate fee.
2. Submit a Non-clinical Supervision Verification Form documenting the supervision completed by the supervisor of the approved plan (see §781.302 of the board rules) for approval, along with a current social work employment history form.
  - In order to be approved, the form must verify that hours of experience were accrued and supervision was provided in accordance with the approved plan. If it is verified that the LMSW completed a minimum of 24 months full-time (30 hours or more a week) supervised clinical social work experience and received at least 100 hours of supervision as defined in §781.102 of the board rules.
  - If the Non-clinical Supervision Verification is approved, the board will notify both the applicant and the Association of Social Work Boards (ASWB) in writing that applicant has been approved to sit for the national advanced examination. If the Non-clinical Supervision Verification is not approved by staff, the social worker will be notified in writing. The applicant may appeal the staff decision to the appropriate board committee.
  - The applicant who has been approved for the advanced examination may submit an application for examination to ASWB and pay the examination fee. *(The process used by ASWB may change from time to time. Applicants may contact ASWB for more information regarding the examination process).*

If the LMSW fails to submit a supervisory plan, then the LMSW will need to submit documentation regarding dates, number of supervision hours per each date, and a summary of topics discussed in each session, along with the supervision verification form at the time the LMSW makes application for the LMSW-AP. Supervision that was accrued without a plan will not be approved without summary information.

3. Complete Examination. Score report is issued at testing center.
  - ***If passing score (70 or above):***
    1. The board will receive examination score from ASWB within 2 weeks of the date of examination.
    2. Upon receipt of the score, the board will enter examination information into database and print and mail new license with in 7 days.

**NOTE: A LMSW is not licensed as a LMSW-AP by virtue of having received a passing score at the test center. A person is not licensed as a LMSW-AP until a license has been issued by the board.**
  - ***If failing score (69 or below):***
    1. Must wait 90-days to apply to retake the exam.
    2. Contact board office near the end of the 90-day waiting period for process on retaking the examination. *You must petition the board in writing to retake the examination.*
    3. Re apply for examination per the procedure outlined above:
      - You may take the exam up to four (4) times. If you ***fail*** the exam on the ***4th attempt*** you ***must wait one year and then reapply*** for licensure or the upgrade of a license in accordance with §781.310 of the board rules.
      - There are no provisions for temporary licensure (§781.309) or the alternative method of competency (§781.311) at the master's advanced level of licensure.

Upon receipt of the new license certificate the new LMSW-AP must:

1. Display the new license in place of employment or practice.
2. Update all materials utilizing professional uses of your name with new credentials including business cards, letterhead, computer databases and computerized signatures.

Revised 3/07

# Texas State Board of Social Worker Examiners

## Checklist for Independent Practice Recognition Process

A LBSW or LMSW seeking recognition for independent practice of non-clinical social work in the state of Texas must have the following qualifications:

1. Hold a Baccalaureate or Masters Degree in Social Work from CSWE accredited program in accordance with §781.301 of the board rules.
2. Be currently licensed as a LBSW or LMSW with the TSBSWE or be currently licensed at the baccalaureate or master's level in another jurisdiction by having passed the ASWB national examination.  
*If an applicant is not currently licensed at the baccalaureate or masters level, the applicant with qualifying experience may apply to the board as a LBSW or LMSW and an upgrade to the license for recognition non-clinical practice with one application (Form A) by checking both appropriate boxes. Once the applicant has passed the Bachelor's or Master's examination and been granted a license as a LBSW or LMSW in Texas, the applicant's qualifying experience may be evaluated for approval for independent practice recognition.*
3. Accrue qualifying supervised clinical experience per board rule §781.301.
4. Apply for recognition for independent practice.

A person starting non-clinical supervision toward licensure recognition for independent practice of non-clinical social work in the state of Texas must:

1. Be employed in a qualifying social work position in an agency as defined in §781.102 of the board rules.
2. Submit a supervision plan with a board approved LCSW, LMSW-AP, or LMSW or LBSW with independent practice recognition (as appropriate) supervisor in accordance with §781.302 of the board rules within 30 days of initiating supervision.
  - In order for a plan to be approved, the social work services performed must be at the appropriate level (baccalaureate or masters) level social work level.
  - If a supervisor is not employed in the same agency as the supervisee, a letter from the agency director granting approval for obtaining supervision outside of the agency must accompany the submitted plan.
  - The supervisee's official position description on agency letterhead must accompany the supervision plan. The position description will be used to assist in determination of whether the experience is social work at the appropriate level.
  - The board staff will review of Supervision Plan for approval. If approved by staff the TSBSWE will send a letter notifying the LMSW of approval of the plan. The LBSW or LMSW may proceed with accruing hours of supervision and months of experience (see number 3 below).
  - If documentation submitted is not adequate, staff may call or write the LBSW or LMSW to explain what additional information is needed. If the plan is not approved, the board will send a letter notifying why the plan was not approved. A LBSW or LMSW may appeal the staff decision not to approve a plan to the appropriate board committee.
3. Complete minimum of 24 months and 100 hours of supervision of full-time (30 hours or more a week) position, in accordance with plan.
  - If the LMSW changes supervisors, the LBSW or LMSW should submit a Non-clinical Supervision Verification Form documenting the supervision completed by the supervisor of the approved plan. The LMSW should also submit a new plan for approval, updated with the new approved supervisor (see §781.302 of the board rules).
  - If the LBSW or LMSW changes jobs or their job duties change, the social worker should submit a Non-clinical Supervision Verification Form documenting the supervision completed under the approved plan. The LBSW or LMSW should also submit a new plan for approval, updated with the new information regarding their social work duties and supervisor (see §781.302 of the board rules).
  - New plans submitted are subject to approval and notice of deficiencies or rejection as described in



number 2 above.

A person who has completed non-clinical supervision under a board approved plan toward recognition for independent practice in the state of Texas must:

1. Submit application for upgrade of licensure with appropriate fee.
2. Submit a Non-clinical Supervision Verification Form documenting the supervision completed by the supervisor of the approved plan (see §781.302 of the board rules) for approval, along with a current social work employment history form.
  - In order to be approved, the form must verify that hours of experience were accrued and supervision was provided in accordance with the approved plan. Verified experience can be approved if it is verified that the LMSW completed a minimum of 24 months full-time (30 hours or more a week) supervised clinical social work experience and received at least 100 hours of supervision as defined in §781.102 of the board rules.
  - If the Non-clinical Supervision Verification is approved, the board will notify the applicant by issuing a new license certificate designating that the social worker is recognized for independent non-clinical practice.
  - If the Non-clinical Supervision Verification is not approved by staff, the social worker will be notified in writing. The applicant may appeal the staff decision to the appropriate board committee by petitioning for an appeal in writing.

Upon receipt of the new license certificate the LBSW or LMSW must:

1. Display the new license in place of employment or practice.
2. Update all materials utilizing professional uses of your name with new credentials including business cards, letterhead, computer databases and computerized signatures, as appropriate.

To apply for independent practice recognition under the waiver of the experience requirement:

1. Determine if you meet the criteria for the waiver under §781.303 (b) (1-4)-found in board rules or on form W-Temp.
2. Submit application for upgrade of licensure with appropriate fee by August 31, 2007.
3. Submit an application for the waiver of experience requirement with the appropriate fee by August 31, 2007
4. Submit Form VIII-Temp and documentation of qualifying experience as specified on Form VIII-Temp by August 31, 2007.
  - In order to be approved, the documents submitted must verify that the applicant has licensed social work experience that meets one of the four sets of criteria specified in board rule. Verified experience may be approved if it is verified that the LMSW met one of the four criteria specified in board rule.
  - If the waiver of the experience requirement is approved, the board will notify the applicant by issuing a new license certificate designating that the social worker is recognized for independent non-clinical practice.

Revised 3/07